



Rental #

PARKS AND RECREATION DEPARTMENT

PICNIC SHELTER RENTAL APPLICATION

Instructions:

1. Review the Picnic Shelter Guide <http://issaquahwa.gov/picnicshelters> for complete details on reservations, fees and guidelines.
2. Complete this form, sign and submit to:  
E-Mail: [tamarras@issaquahwa.gov](mailto:tamarras@issaquahwa.gov) or FAX: 425-837-3309  
Mail: Issaquah Community Center, PO Box 1307, Issaquah, WA 98027  
Drop Off: Issaquah Community Center, 301 Rainier Blvd S, Issaquah, WA 98027
3. All requests are on a first-come first-served basis and no date will be held until the Parks and Recreation Department approves this rental request. There is no legal or binding commitment between the parties until full payment is received and you receive a rental confirmation.

APPLICANT INFORMATION (Responsible Party)

Incomplete Request Forms will be returned to Sender

Organization:	Today's Date:		
Main Contact:	Time:		
E-Mail:	Home Phone #:		
Mailing Address:	Work Phone #:	Ext:	
City:	State:	Zip:	Cell Phone#:

EVENT INFORMATION

REQUESTED RESERVATION DATE

Event Type: ☐ Birthday Party ☐ Picnic

☐ Planning use of outside vendors? (Please describe expected activities)

(If unsure of the answers to above questions, please check here \_\_\_ and we will contact you to help assess your needs.)

Shelter Location Options:

(Maximum Capacity – 50 people)

- ☐ Central Park (1907 Park Dr NE)  
☐ Tibbetts Valley Park (965 12<sup>th</sup> Ave NW)

Picnic Time Options:

(Please Note – All setup and cleanup to be done within scheduled hours.)

- ☐ AM Half Day 8:00AM-2:00PM  
☐ PM Half Day 3:00pm – Dusk  
☐ Whole Day 8:00am – Dusk

METHOD OF PAYMENT

<input type="checkbox"/> CASH	<input type="checkbox"/> CHECK
<input type="checkbox"/> VISA/MASTERCARD #	EXP. DATE:

Indemnification/Hold Harmless

The User/Undersigned hereby makes application to the City of Issaquah for the exclusive use of the Picnic Shelter alone and certifies that the information in the application is correct. Any damages to the Picnic Shelter caused by the User Group while acting under this application shall be repaired by the User Group expense. Any such damages not repaired to the satisfaction of the City of Issaquah may be repaired by the Issaquah Parks Department and the costs thereof paid by the User Group.

The User/Undersigned shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorneys' fees, arising out of or in connection with the use of the facility, except for injuries and damages caused by the negligence of the City.

Fair Play Act

The City of Issaquah complies with the State of Washington's "Fair Play in Community Sports Act" (Chapter 467, 2009 Laws, effective date July 26, 2009) that prohibits discrimination against any person in a community athletics program on the basis of sex. Please send any questions or comments to: Ross Hoover at the City of Issaquah, P.O. Box 1307, Issaquah, WA 98027 or [rossh@issaquahwa.gov](mailto:rossh@issaquahwa.gov) or 425-837-3346.

OVER

# ISSAQUAH PARK SHELTER RENTAL APPLICATION

The City of Issaquah Parks and Recreation Department has two picnic shelters available for rent located at Central Park and Tibbetts Valley Park. The shelters may be rented between the hours of 8:00 am – Dusk beginning May 1<sup>st</sup> through September 15<sup>th</sup>.

Picnic Shelter	Capacity	Location	Size	Weekday (Mon – Thurs)		Weekend ( Fri – Sun; Holidays)	
Central Park	Up to 50 people	1907 Park Dr NE	40' x 40'	\$80	4 hours	\$105	4 hours
				\$130	8 hours	\$160	8 hours
Tibbetts Valley Park	Up to 50 people	965 12 <sup>th</sup> Ave NW	34' x 34'	\$80	4 hours	\$105	4 hours
				\$130	8 hours	\$160	8 hours

**Reservations:** Reservations are accepted on a first come, first served basis. Once approved by the Issaquah Parks & Recreation Department, full payment will be required.

**Changes:** You are allowed one request to change time(s) or date(s) to original contract. At least five (5) business days notice is required in order to be considered a reschedule.

## Cancellation Policy:

- **Cancellations made 14 or more days prior to the event will receive a full refund of the rental fees paid, less an administrative fee of \$10. Cancellations made within 0 - 13 days prior to the event will result in no refund of the rental fees.**
- **No refunds will be made due to weather conditions.**
- **Policies are subject to change.**
- **If the Issaquah Parks & Recreation Department is not notified of a cancellation there will be no refund or credit of the rental fee. \_\_\_\_\_ (initial)**

## Failure to adhere to the following can result in the cancellation of your event and potential fines:

- I am aware that I am renting a designated area within a public park and all event set up must stay within that rental area. I am aware that the park will be open to the public throughout my event.
- I am aware that outdoor areas with the park may not be as clean when I arrive as they are after routine maintenance was completed due to weather, other park patrons and the presence of animals.
- I am aware of the capacity of the facility and agree that my event will not exceed this capacity.
- I am aware that access to the facility is limited to my designated rental times and that set up and clean up must take place during my reserved time.
- I am aware that I am responsible for clean up after my event and agree to leave it in good condition.
- I am aware that equipment is not allowed to be set up outside of my designated rental area without written permission from the Issaquah Parks & Recreation Department 2 weeks prior to my event. "Equipment" includes, but is not limited to, the following: **tents, tables, chairs, inflatables, fences and on-site storage.**
- I am aware that the following are not allowed within City of Issaquah Parks without written permission from the Issaquah Parks & Recreation Department at least 2 weeks prior: **amplified sound in outdoor areas, charging for entrance to my event or selling items in the park.**
- I am aware that alcohol is not allowed outside in any open Park areas. I am aware that alcohol is only allowed in indoor facilities with staff permission, banquet permit and event insurance.
- I am aware that full payment is required prior to my event. If payment is not received by the due date my rental will be cancelled. If I decide to cancel my rental, I am aware there will be a cancellation fee assessed according to the cancelation policy.

**I, the undersigned, agree to adhere to all rules and regulations in this form and the current year Picnic Shelter Rental Guide.**

**(signature)**\_\_\_\_\_ **(date)**\_\_\_\_\_